



APPLYING TO THE FEDERAL STUDENT WORK EXPERIENCE PROGRAM

Step-by-Step Guide (2018-2019)



This presentation includes:

- The Federal Student Work Experience Program (FSWEP) eligibility requirements
- A step-by-step guide for applying to FSWEP
- The “FSWEP Request for Students” form
 - *Managers submit this form to find students in FSWEP’s Ongoing Student Recruitment Inventory*



Eligibility for FSWEP

You must be:

- A full-time student at a recognized educational institution
 - *“Full-time” as determined by your educational institution*
- Returning to full-time studies in the next academic year
- Meeting the minimum age requirement to work in the province



HOW TO APPLY TO FSWEP



1. Login to your GC Jobs account. You can reach the login page via the Government of Canada Jobs homepage at jobs.gc.ca

Government of Canada / Gouvernement du Canada

Search Canada.ca

Jobs ▾ Immigration ▾ Travel ▾ Business ▾ Benefits ▾ Health ▾ Taxes ▾ More services ▾

Home → Jobs and the workplace → Find a job

Government of Canada jobs

Opportunities to work for the federal government.

Follow:

Services and information

[Search for government jobs](#)
Find current government jobs postings.

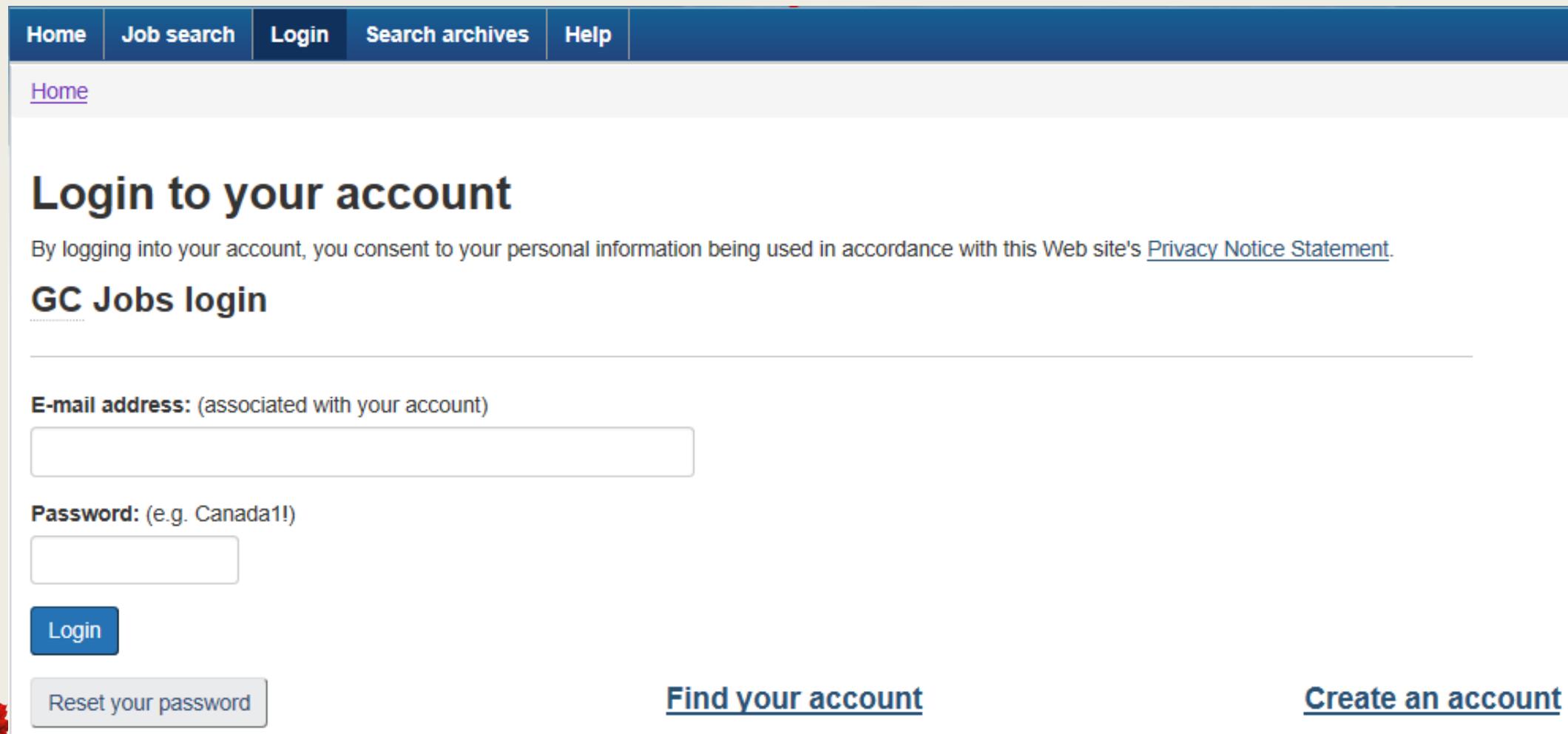
[How to apply](#)
Follow these steps to apply for a job in the public service.

Most requested

- [Sign in or create a GC Jobs account](#)
- [Federal Student Work Experience Program \(FSWEP\)](#)



2. Login to your account. If you do not already have a GC Jobs account, you must create one first – refer to the guiding document “Creating a GC Jobs account.”



The screenshot shows the GC Jobs website's login page. At the top is a dark blue navigation bar with white text for 'Home', 'Job search', 'Login', 'Search archives', and 'Help'. Below this is a light grey header with a purple 'Home' link. The main content area has a large heading 'Login to your account' and a sub-heading 'GC Jobs login'. A paragraph explains that logging in consents to the use of personal information, with a link to the 'Privacy Notice Statement'. The login form includes an 'E-mail address' field, a 'Password' field, a blue 'Login' button, and a grey 'Reset your password' button. At the bottom, there are links for 'Find your account' and 'Create an account'.

Home Job search Login Search archives Help

[Home](#)

Login to your account

By logging into your account, you consent to your personal information being used in accordance with this Web site's [Privacy Notice Statement](#).

GC Jobs login

E-mail address: (associated with your account)

Password: (e.g. Canada1!)

Login

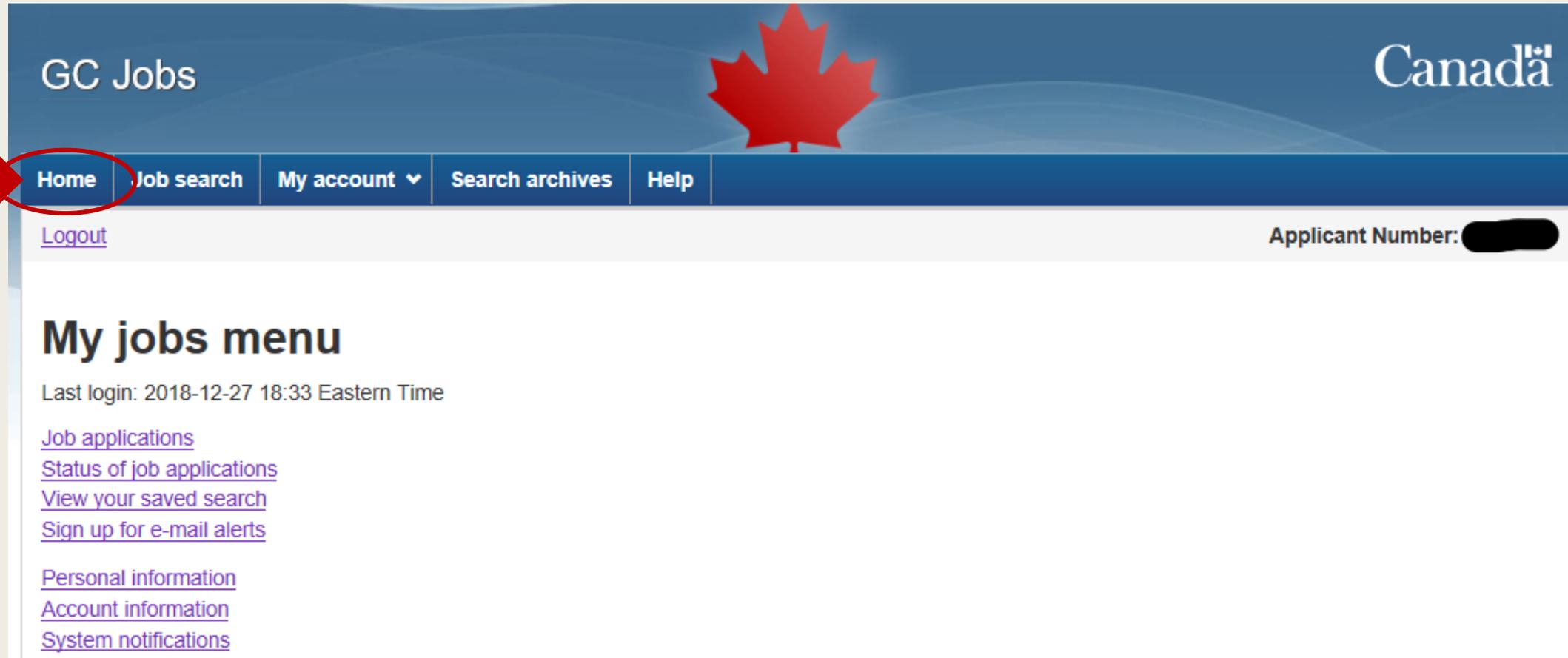
Reset your password

[Find your account](#)

[Create an account](#)



3. Click “Home” to go back to the Government of Canada Jobs homepage.



The screenshot shows the top navigation bar of the GC Jobs website. The bar is dark blue with a red maple leaf logo in the center. On the left, the text "GC Jobs" is displayed. On the right, the word "Canada" is displayed. Below the navigation bar, there is a white area containing a "Logout" link on the left and "Applicant Number:" followed by a blacked-out field on the right. Below this is a section titled "My jobs menu" with a "Last login: 2018-12-27 18:33 Eastern Time" timestamp. The menu includes several links: "Job applications", "Status of job applications", "View your saved search", "Sign up for e-mail alerts", "Personal information", "Account information", and "System notifications". A red arrow points to the "Home" link in the navigation bar.

GC Jobs

Canada

Home Job search My account ▾ Search archives Help

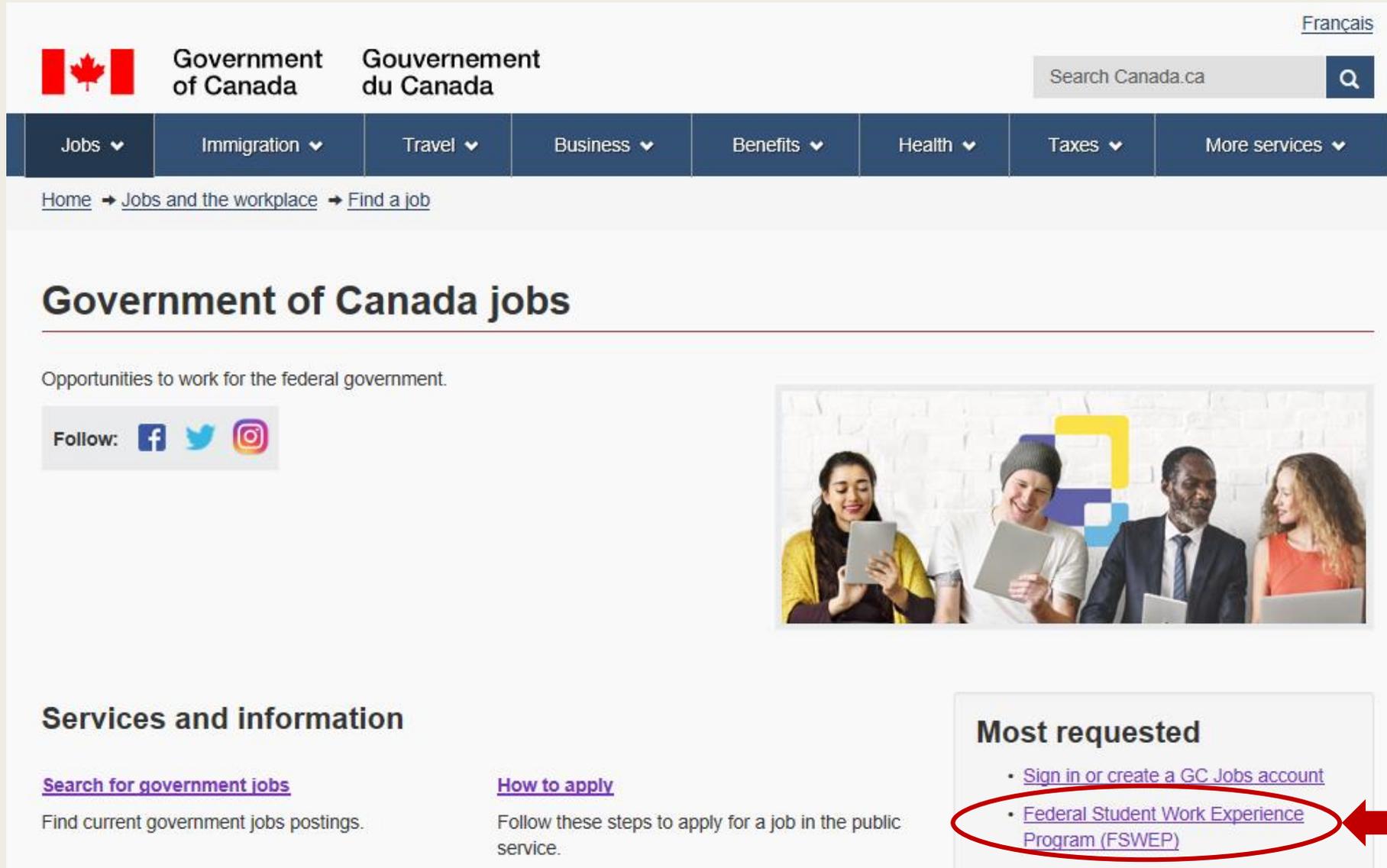
[Logout](#) Applicant Number: [REDACTED]

My jobs menu

Last login: 2018-12-27 18:33 Eastern Time

- [Job applications](#)
- [Status of job applications](#)
- [View your saved search](#)
- [Sign up for e-mail alerts](#)
- [Personal information](#)
- [Account information](#)
- [System notifications](#)

4. Select “Federal Student Work Experience Program (FSWEP)” to get to the FSWEP homepage.



The screenshot shows the Government of Canada Jobs homepage. At the top, there is a navigation bar with the Canadian flag, the text "Government of Canada" and "Gouvernement du Canada", and a search bar labeled "Search Canada.ca". Below the navigation bar is a menu with categories: Jobs, Immigration, Travel, Business, Benefits, Health, Taxes, and More services. The main heading is "Government of Canada jobs" with a subtitle "Opportunities to work for the federal government." There are social media icons for Facebook, Twitter, and Instagram. A large image shows four diverse people looking at tablets. Below this, there are sections for "Services and information" and "Most requested". The "Most requested" section contains a list of links, with "Federal Student Work Experience Program (FSWEP)" circled in red and a red arrow pointing to it.

Government of Canada / Gouvernement du Canada

Search Canada.ca

Jobs ▾ Immigration ▾ Travel ▾ Business ▾ Benefits ▾ Health ▾ Taxes ▾ More services ▾

Home → Jobs and the workplace → Find a job

Government of Canada jobs

Opportunities to work for the federal government.

Follow:   



Services and information

[Search for government jobs](#)
Find current government jobs postings.

[How to apply](#)
Follow these steps to apply for a job in the public service.

Most requested

- [Sign in or create a GC Jobs account](#)
- [Federal Student Work Experience Program \(FSWEP\)](#)

5. After arriving at the FSWEP homepage, scroll down.

[Français](#)

 **Government of Canada** **Gouvernement du Canada**

Search Canada.ca

[Jobs](#) ▾ [Immigration](#) ▾ [Travel](#) ▾ [Business](#) ▾ [Benefits](#) ▾ [Health](#) ▾ [Taxes](#) ▾ [More services](#) ▾

[Home](#) → [Public Service Commission](#) → [Public service recruitment programs](#) → [Public service student recruitment programs](#)

Federal Student Work Experience Program



Get valuable and meaningful experience working for the top student employer in Canada! Explore hundreds of career paths and thousands of jobs that the Government of Canada has to offer across the country. [Find out about rates of pay.](#)

Work in English, French or both, depending on the job!

- ▶ Eligibility
- ▶ Diversity — Count yourself in!
- ▶ Students with disabilities: request support

Job inventories



6. Click “Apply” for the job inventory you want to apply for. This will take you to the job posting.

Job inventories

Apply to more than one inventory to increase your chances of being matched to a job opportunity.

Ongoing Student Recruitment Inventory

Our largest inventory is open year-round, and available to all departments and agencies. It offers full-time and part-time work opportunities in a wide variety of fields including sciences, trades, administration, IT, finance and many more!

Apply now!

✓ **Click here** to apply to the *Ongoing Student Recruitment Inventory*. This enters you into an inventory for jobs across the public service.

Other inventories

If you're interested in any of the opportunities below and meet the requirements, apply before they close!

▶ [Treaty Pay Summer Jobs for Indigenous Students - 2019](#)

▶ [Student Guide Program in France - Summer 2019](#)

▶ [Environmental Response Student Program - Summer 2019](#)

▶ [Inshore Rescue Boat \(IRB\) Student Program - Summer 2019](#)

▶ [Student guide-interpreter, Residence of the Governor General at Rideau Hall - Summer 2019](#)

▶ [Student guide-interpreter, Residence of the Governor General at the Citadelle - Summer 2019](#)

✓ **Click here** to apply to various *Targeted Jobs Inventories*. These enter you into an inventory for a specific type of job. Apply for as many as you would like (if eligible).



An alternative way to get to the job posting is to use the job search function on your GC Jobs account. From the “My jobs menu” homepage, click on the “job search” tab.

GC Jobs

Canada

Home Job search My account ▼ Search archives Help

[Logout](#) Applicant Number: [REDACTED]

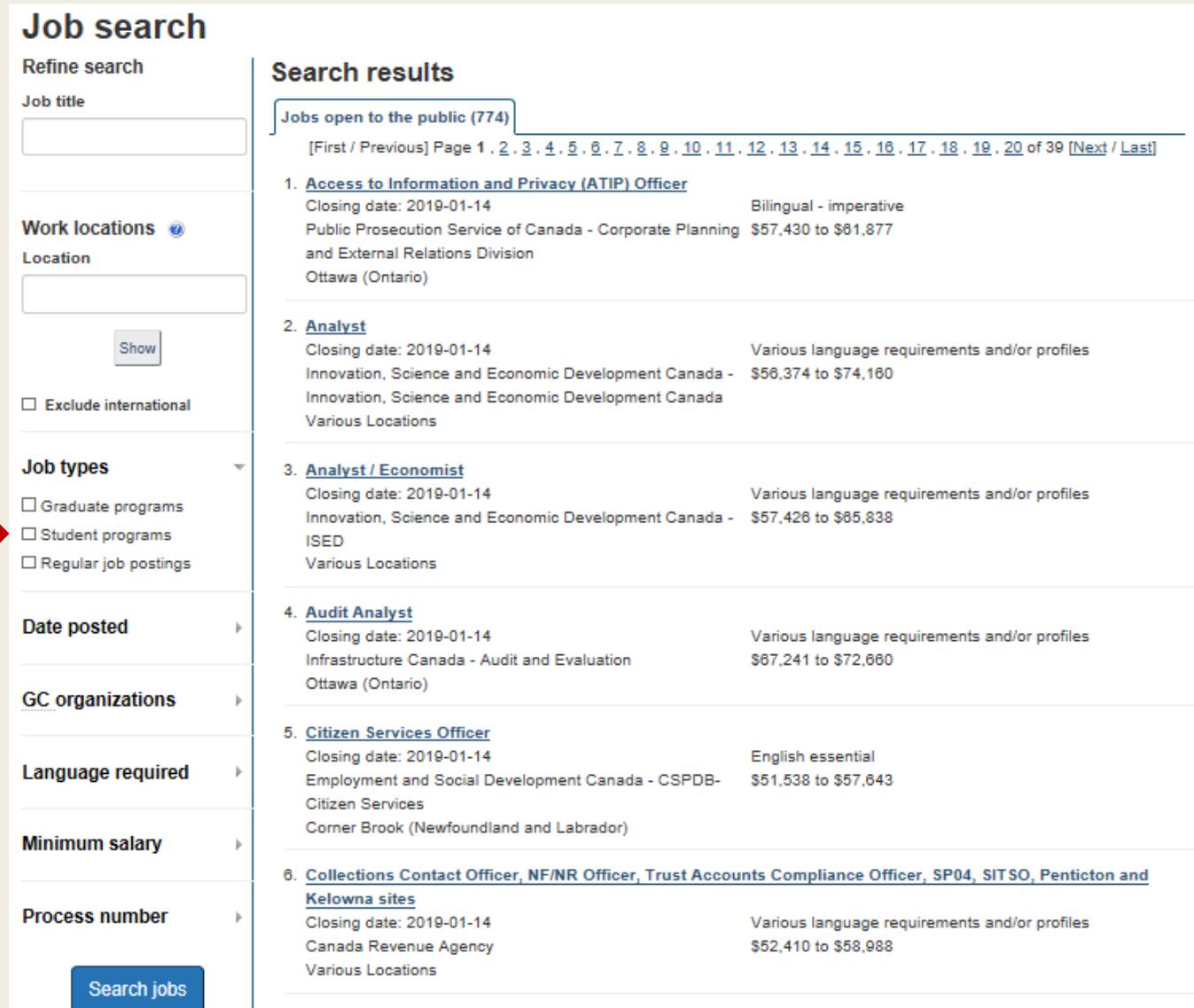
My jobs menu

Last login: 2018-12-27 18:33 Eastern Time

- [Job applications](#)
- [Status of job applications](#)
- [View your saved search](#)
- [Sign up for e-mail alerts](#)
- [Personal information](#)
- [Account information](#)
- [System notifications](#)



To refine your search, select “Student programs” under the “Job types” dropdown and click on “Search jobs.”



Job search

Refine search

Job title

Work locations 

Location

Show

Exclude international

Job types ▾

Graduate programs

Student programs

Regular job postings

Date posted ▸

GC organizations ▸

Language required ▸

Minimum salary ▸

Process number ▸

Search jobs

Search results

Jobs open to the public (774)

[First / Previous] Page 1 . 2 . 3 . 4 . 5 . 6 . 7 . 8 . 9 . 10 . 11 . 12 . 13 . 14 . 15 . 16 . 17 . 18 . 19 . 20 of 39 [Next / Last]

- Access to Information and Privacy (ATIP) Officer**
Closing date: 2019-01-14 Bilingual - imperative
Public Prosecution Service of Canada - Corporate Planning and External Relations Division
Ottawa (Ontario)
- Analyst**
Closing date: 2019-01-14 Various language requirements and/or profiles
Innovation, Science and Economic Development Canada - Innovation, Science and Economic Development Canada
Various Locations
- Analyst / Economist**
Closing date: 2019-01-14 Various language requirements and/or profiles
Innovation, Science and Economic Development Canada - ISED
Various Locations
- Audit Analyst**
Closing date: 2019-01-14 Various language requirements and/or profiles
Infrastructure Canada - Audit and Evaluation
Ottawa (Ontario)
- Citizen Services Officer**
Closing date: 2019-01-14 English essential
Employment and Social Development Canada - CSPDB- Citizen Services
Corner Brook (Newfoundland and Labrador)
- Collections Contact Officer, NF/NR Officer, Trust Accounts Compliance Officer, SP04, SITSO, Penticton and Kelowna sites**
Closing date: 2019-01-14 Various language requirements and/or profiles
Canada Revenue Agency
Various Locations



Click on the program you would like to apply for. This will take you to the job posting.



Job search

Refine search

Job title

Work locations 

Location

Show

Exclude international

Job types

Graduate programs

Student programs

Regular job postings

Date posted

GC organizations

Language required

Minimum salary

Process number

Search jobs

Search results

Your search:

Student programs

Jobs open to the public (12)

[First / Previous] Page 1 of 1 [Next / Last]

- [PhD Student in Meat Science](#)
Research Affiliate Program
Closing date: 2019-01-14 English essential
Agriculture and Agri-Food Canada - Science and Technology Branch
Lacombe (Alberta)
\$21.84 to \$25.94 per hour (Varies as per the level of education and experience.)
- [Student Guide Program in France - Summer 2019](#)
Federal Student Work Experience Program
Closing date: 2019-01-14 Various language requirements and/or profiles
Veterans Affairs Canada
Canadian National Vimy Memorial and Beaumont-Hamel Newfoundland Memorial, France (International)
- [Summer student](#)
Research Affiliate Program
Closing date: 2019-01-14 French essential
Agriculture and Agri-Food Canada - Science and Technology Branch
Sherbrooke (Québec)
\$13.47 to \$21.64 per hour (Varies as per the level of education and experience.)
- [Environmental Response Student Program - Summer 2019](#)
Federal Student Work Experience Program
Closing date: 2019-01-16 Various language requirements and/or profiles
Fisheries and Oceans Canada
Sarnia (Ontario), Québec (Québec), St. John's (Newfoundland and Labrador), Victoria (British Columbia), Dartmouth (Nova Scotia)
- [Inshore Rescue Boat \(IRB\) Student Program - Summer 2019](#)
Federal Student Work Experience Program
Closing date: 2019-01-16 Various language requirements and/or profiles

7. Click “Apply now” to begin your application.

Ongoing student recruitment

[Share this page](#)

Federal Student Work Experience Program (FSWEP)

Are you a student searching for a full-time or part-time work opportunity? Consider applying for a Government of Canada student job.

As the country’s largest employer, we are proud to hire thousands of students every year to support us in delivering services to Canadians.

Benefits of FSWEP:

- ✓ explore different careers in the federal public service
- ✓ gain work experience while developing your skills
- ✓ apply knowledge from your areas of study

Note: If the applicable provincial or territorial minimum wage amount is higher than the current maximum offered for the corresponding academic level of the student, the provincial or territorial minimum wage rate is to be applied.

What types of student jobs are available?

We have a wide variety of jobs from coast to coast, in diverse fields, such as administration, agriculture, communications, enforcement, finance, IT, policy, and many more.

Students work in offices and laboratories, on ships and farms, at historical sites and national parks, among many other locations, in more than 300 cities and towns across Canada.

Who can apply?

Government of Canada

Location

Across Canada

Job type

Full-time or part-time

Salary

\$10.91 - \$25.94 per hour (See Note)

Number of jobs

Job opportunities from this inventory are filled on an ongoing basis. 7 282 students were hired in 2016-2017.

Contact information

PFETE-FSWEP@cfp-psc.gc.ca

Apply now

[Search for other student jobs](#)

[Check out our targeted jobs that you can also apply to right now](#)



8. Press “I confirm.”

Truthfulness in your application

As you complete your application, please remember that it is in your best interest to provide accurate and truthful information, as it may be verified.

If there is reason to believe that false information was provided, the Public Service Commission (PSC) may investigate under the *Public Service Employment Act*. After an investigation, if the PSC is satisfied that fraud has occurred, it could take corrective action, including the revocation of your appointment were you to have been hired as a result of this application.

Confirmation

In order to apply for this job, you confirm that you have read and understood the above information and you agree to complete the application truthfully.

Cancel

I confirm



9. Fill out “Education and interests” – part 1 of 2

Student job application

1. Education and interests

2. Your information

3. Application review

1. Education and interests

* What is your current student status?

please specify

* What is your current education level?

please specify

* Is this your last academic term before graduating?

please specify

Note: If you are graduating but returning to full-time studies in the next academic year, please respond 'No'.

What school are you attending?

please specify

* What are you studying? (max. 3)

- start typing program name -

[add another area of study](#)

✓ “Current student status” means full-time or part-time as determined by your educational institution.

✓ Select your education level by your amount of completed credits:
Bachelor’s 1 & 2 = ≤ 60 credit hours
Bachelor’s 3 & 4 = > 60 credit hours

[view all areas of study](#)

✓ Often, managers choose not to specify a program to have a broader selection of students.

Refer to Slide 34 for the manager’s perspective



Available answers to “What are you studying?” – part 1 of 2

Aboriginal / Indigenous Studies	Accounting	Actuarial Science	Adult Education	Aeronautics
Aerospace Engineering	Agriculture	American Studies	Anatomy	Animal Science
Anthropology	Aquaculture	Archaeology	Architecture	Art Conservation
Art History	Arts	Astronomy	Atmospheric Sciences	Audiology and Speech Sciences
Automotive Engineering	Automotive Mechanics	Aviation	Behavioural Sciences	Biochemistry
Bioinformatics	Biology	Biomedical Sciences	Biophysics	Biotechnology
Business Administration	Business Management	Canadian Studies	Career Development	Carpentry
Cellular and Molecular Biology	Chemical Engineering	Chemistry	Children and Youth Studies	Civil Engineering
Civil Law	Classics	Clinical Psychology	Cognitive Science	Commerce
Common Law	Communication	Community Studies	Computation Arts	Computer Engineering
Computer Programming	Computer Science	Computer Security	Conflict Studies	Construction
Control Systems / Engineering	Counselling	Criminal Justice	Criminology	Critical Thinking
Culinary Arts	Cultural Studies	Customs Border Service	Data Science	Demography
Dentistry	Design	Dietetics	Digital Media	Disaster and Emergency Studies
Earth Sciences	E-Business / E-Commerce	Ecology	Economics	Ecotourism
Education	Educational Psychology	Electrical Engineering	Electronics	Energy Engineering
Engineering	English	Entomology	Entrepreneurship	Environmental Studies
Epidemiology	Ergonomics	European Studies	Event Management	Family Studies
Fashion	Film Studies	Finance	Fire Protection Engineering	Fisheries
Food and Beverage	Food Science	Forensic Sciences	Forest Sciences	French
Game Development	Gas Engineering	General Studies	Genetics	Geography
Geology	Geomatics	Gerontology	Graphic Design	Health Sciences
Health Services	Heating, Ventilation, Air Conditioning and Refrigeration	Heavy Duty Equipment	Heritage Studies	History
Horticulture	Hospitality Management	Human Resources Management	Human Rights	Human Science
Hydrography	Hydrology	Immigration	Immunology	Industrial Engineering



Available answers to “What are you studying?” – part 2 of 2

Industrial Relations	Information Management	Information Technology (IT)	Innovation	Instrumentation Engineering
Insurance	Interior Design	International / Global Studies	International Business / Affairs	International Development
International Law	IT Support	Journalism	Juris Doctor	Kinesiology
Laboratory Science	Labour Law	Landscape Architecture	Language Studies	Law
Leadership	Library / Archival Studies	Linguistics	Literature	Logistics
Management	Manufacturing	Marketing	Materials	Mathematics
Mechanical Engineering	Mechatronics	Media	Medicine	Medieval Studies
Microbiology	Mine/Mineral Engineering	Multimedia	Museum Studies	Music
Mycology	Nanoscience	Natural Resources	Naval Architecture	Navigation
Nephrology	Network Technology	Neurosciences	Northern Studies	Notarial Law
Nuclear Engineering	Nursing	Nutrition	Occupational Health and Safety	Ocean Sciences
Ocean Technology	Oenology & Viticulture	Office Administration	Operations Management	Optometry
Organizational Studies	Pacific Studies	Paralegal	Pathology	Pharmaceutical Sciences
Philosophy	Photography	Photonics	Physical Activity	Physics
Physiology	Physiotherapy	Planning	Plant Biology	Plumbing
Police Studies	Political Science	Program Evaluation	Project Management	Psychiatry
Psychology	Public Administration	Public Health	Public Policy	Public Relations
Pulp and Paper	Purchasing	Quality Management	Quantitative Science	Radiology
Real Estate	Recreation Studies	Rehabilitation Sciences	Religious Studies	Renewable Resources
Research / Methodology	Retailing	Risk analysis and management	Robotics Engineering	Safety / Security Studies
Science	Social Justice	Social Sciences	Social Services	Sociology
Software Engineering	Sport Management	Statistics	Strategic Management	Supply Chain Management
Surveying	Sustainability	Systems Engineering	Taxation	Technology
Telecommunications	Territorial Development	Theatre Studies	Therapy	Tourism and Travel
Toxicology	Translation	Transportation Studies	Urban planning	Water Science
Web Development	Welding	Wildlife	Wireless Communication	Women’s Studies
WritingBottom of Form				



9. Fill out “Education and interests” – part 2 of 2

*Refer to Slide 33
for the manager’s
perspective*

* What type of work are you interested in? (max. 5)

- | | |
|--|--|
| <input type="checkbox"/> Agriculture / environment / geography | <input type="checkbox"/> Health |
| <input type="checkbox"/> Business / human resources | <input type="checkbox"/> Heritage / parks / client service |
| <input type="checkbox"/> Clerical / assistant | <input type="checkbox"/> Information Management / Library / Archives |
| <input type="checkbox"/> Computing and data | <input type="checkbox"/> Law |
| <input type="checkbox"/> Enforcement / First response | <input type="checkbox"/> Marketing / communications / events |
| <input type="checkbox"/> Engineering | <input type="checkbox"/> Policies / programs / projects |
| <input type="checkbox"/> Finance / accounting / tax | <input type="checkbox"/> Research / analysis |
| <input type="checkbox"/> General labour / trades | |

Managers often request for:

- Clerical / assistant
- Finance / accounting / tax
- Policies / programs / projects

Work location #1 (mandatory)

* Where do you want to work? (max. 3)

- start typing city or town name -

within a radius of

25 km ▾

* What is your availability to work?

Specify availability ▾

[add another work location](#)

* Would you work outside the locations selected above, including in remote locations across Canada?

No ▾

Back

Save & continue



10. Fill out “Your information” – part 1 of 2

Student job application

1. Education and interests 2. Your information 3. Application review

2. Your information

* Name

* E-mail

* Phone number

* Citizenship
Canadian citizen
Permanent resident
Work permit
Other

Employment equity self-declaration (optional) [what does this mean?](#)

Gender

Are you an Aboriginal person?

Are you a member of a visible minority group?

Are you a person with a disability?

What is your first official language?

What is your working ability in Canada’s official languages?



10. Fill out “Your information” – part 2 of 2

* Résumé

Upload résumé (1 document,
maximum size 2 MB)

[Remove résumé](#)

Or
copy & paste your résumé
(max. 50,000 characters)

✓ It is better to upload a pdf of your résumé rather than copy & paste since you can make it more distinctive.

Back

Save & continue



11. Review your application – part 1 of 2

3. Application review

Double check the information you are about to submit.

1. Education and interests	
Student status	Full-time
Current education level	Bachelor's - years 3 & 4
Last term before graduating?	No
School	University of Winnipeg
Areas of study	Economics Geography
Types of work	Clerical / assistant Heritage / parks / client service Marketing / communications / events Policies / programs / projects Research / analysis
Work locations	Winnipeg (Manitoba) within a radius of 100 km
Availability to work	Winnipeg (Manitoba) Full-time
Willing to work in remote location?	Yes



11. Review your application – part 2 of 2

2. Your information	
Name	John Smith
E-mail	example_email@outlook.com
Phone	2045550121
Citizenship	Canadian citizen
Employment equity status	
First official language	English
Language of work	Bilingual - English and French
Résumé	Smith, John - Resume.pdf

* I confirm that all the above information is truthful and accurate.

Back

Submit application



12. Wait to be contacted by a hiring manager.

Confirmation - application submitted

Excellent! Your application for a student job with the Government of Canada has been received.

What's next?

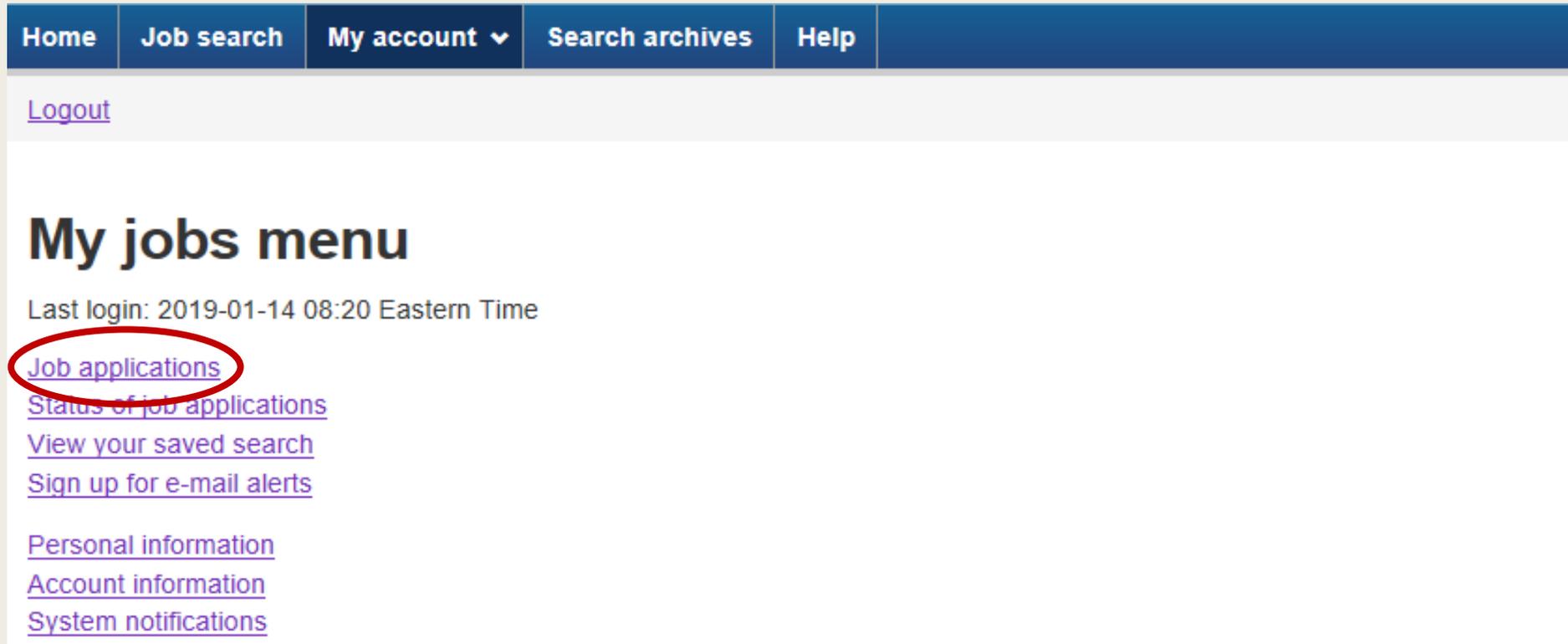
1. If you are matched with a job, you will receive a notification by e-mail.
2. You may be contacted by the hiring organization for a test and/or an interview.

[See other student jobs](#)

[Go to your GC Jobs account](#)



Whether you need to update your education information or change your résumé, it's easy to change your FSWEF application at any time. Click on "Job applications from the "My jobs menu."



Home Job search My account ▾ Search archives Help

[Logout](#)

My jobs menu

Last login: 2019-01-14 08:20 Eastern Time

- [Job applications](#)
- [Status of job applications](#)
- [View your saved search](#)
- [Sign up for e-mail alerts](#)

- [Personal information](#)
- [Account information](#)
- [System notifications](#)



Click on “Edit application.” This will return you to the 8th step in the application process (*slide 15*).

Job applications

✗ = to be completed ✓ = completed ⚠ = optional

In progress job applications

No job opportunity in progress.

Submitted job applications

Federal Student Work Experience Program

Advertisement information	Actions
Ongoing student recruitment	Status of student application View application Edit application Delete application

My jobs menu



What can I do in the meantime?

You can meet with the GC Student Ambassador for:

- Advice on how to make your résumé even stronger
- One-on-one practice for job interviews
- More information on careers and other job opportunities in the public service



FSWEP REQUEST FOR STUDENTS

In this section, see the form that managers use to hire FSWEP students



FSWEP Request for Students

- This is the form that managers fill when they want to hire a student through FSWEP's Ongoing Student Recruitment Inventory
- Use this to see how your application matches managers' selections
- You can find this form online at: <https://emploisfp-psjobs.cfp-psc.gc.ca/srs-sre/page10.html?paramRequest=true&lang=en>
- This presentation will show images of the full "Request for Students" form, then will take a closer look at each section



FSWEP Request for Students (complete form) – part 1 of 2

Request for students

* Contact name

* Contact phone number

* Contact e-mail address

* Hiring organization

* Which inventory would you like to search for students?

* Where is the job located?

* Is the job full-time or part-time?

* What type of job will the student be doing?

What should the student be studying? (max. 3)

Area of study #1
General:

add a specific area of study (max. 3)

add an area of study

* What level of education should the student currently be enrolled in?

<input type="checkbox"/> High school	<input type="checkbox"/> Bachelor's - years 3 & 4
<input type="checkbox"/> Cégep - years 1 & 2	<input type="checkbox"/> Master's
<input type="checkbox"/> Cégep - year 3	<input type="checkbox"/> Doctorate
<input type="checkbox"/> College - years 1 & 2	<input type="checkbox"/> Professional certification
<input type="checkbox"/> College - years 3 & 4	<input type="checkbox"/> Graduate diploma
<input type="checkbox"/> Bachelor's - years 1 & 2	<input type="checkbox"/> Other

What working ability should the student have in Canada's official languages?



FSWEP Request for Students (complete form) – part 2 of 2

What working ability should the student have in Canada's official languages?
Any

Employment Equity

Managers can request students by employment equity group(s) to address representation gaps in the permanent workforce.

Aboriginal person
 Member of a visible minority group
 Person with a disability
 Woman

* How many student job applications would you like to receive? Can't find students that meet your criteria? Contact the [P & C regional office](#)

* What is the English job title?

* What is the French job title?

Comments (1500 max. characters, English)

Comments (1500 max. characters, French)

* What is the job start date? (YYYY-MM-DD)
dd/mm/yyyy

* What is the job end date? (YYYY-MM-DD)
dd/mm/yyyy

Date modified: 2015-12-13



FSWEP Request for Students – part 1 of 5

Request for students

* Contact name

* Contact phone number

* Contact e-mail address

* Hiring organization

This can be any department or agency in the federal public service

* Which inventory would you like to search for students?

* Where is the job located?

* Is the job full-time or part-time?



FSWEP Request for Students – part 2 of 5

* Is the job full-time or part-time?

please specify ▾

* What type of job will the student be doing?

please specify

Agriculture / environment / geography

Business / human resources

Clerical / assistant

Computing and data

Enforcement / First response

Engineering

Finance / accounting / tax

General labour / trades

Health

Heritage / parks / client service

Information Management / Library / Archives

Law

Marketing / communications / events

Policies / programs / projects

Research / analysis

- ✓ The manager selects only **one** type of job.
- ✓ Their selection will match one of the types of work you are interested in (*see Slide 19*).



FSWEP Request for Students – part 3 of 5

* What type of job will the student be doing?

please specify

What should the student be studying? (max. 3)

Area of study #1

General:

add a specific area

- Any area of study
- Architecture
- Arts
- Business
- Communications / media
- Computer Science
- Education
- Engineering
- Environment / natural resources
- Hospitality / tourism / recreation
- Law
- Medical / health sciences
- Protection Services
- Science
- Social Sciences
- Trades

- ✓ Managers often leave this section blank so they don't miss out on good students
- ✓ Refer to slides 16-18 for where this matches your application



FSWEP Request for Students – part 4 of 5

* What level of education should the student currently be enrolled in?

- | | |
|--|--|
| <input type="checkbox"/> High school | <input checked="" type="checkbox"/> Bachelor's - years 3 & 4 |
| <input checked="" type="checkbox"/> Cégep - years 1 & 2 | <input checked="" type="checkbox"/> Master's |
| <input checked="" type="checkbox"/> Cégep - year 3 | <input type="checkbox"/> Doctorate |
| <input checked="" type="checkbox"/> College - years 1 & 2 | <input type="checkbox"/> Professional certification |
| <input checked="" type="checkbox"/> College - years 3 & 4 | <input type="checkbox"/> Graduate diploma |
| <input checked="" type="checkbox"/> Bachelor's - years 1 & 2 | <input checked="" type="checkbox"/> Other |

What working ability should the student have in Canada's official languages?

Any
Bilingual - English and French
English only
French only

✓ Bilingualism is important for some jobs in Canadian Heritage, where translation is necessary. Otherwise, few positions require you to be bilingual.

Employment Equity

Managers can request students by employment equity group(s) to address representation gaps in the permanent workforce.

- Aboriginal person
- Member of a visible minority group
- Person with a disability
- Woman



FSWEP Request for Students – part 5 of 5

* How many student job applications would you like to receive? Can't find students that meet your criteria? Contact the [PSC regional office](#)

* What is the English job title?

* What is the French job title?

Comments (1500 max. characters, English)

Comments (1500 max. characters, French)

* What is the job start date? (YYYY-MM-DD)

* What is the job end date? (YYYY-MM-DD)

Cancel

Submit request



Contact the
GC Student
Ambassador if
you have any
questions:

2018-19 GC Student Ambassador: Declan Moulden

- Email: gc.ambassador@uwinnipeg.ca
- Facebook: www.facebook.com/GCAmbassadorUW
- Twitter: [@GCAmbassadorUW](https://twitter.com/GCAmbassadorUW)

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